

**REQUEST FOR QUALIFICATIONS  
FOR  
COMMISSIONING SERVICES  
MARICOPA COUNTY  
DOWNTOWN COURT TOWER PROJECT  
PROJECT # 3325-07-380  
May 15, 2008  
Statement of Qualifications Due 6/10/08  
2:00 p.m. (local time)  
Maricopa County  
Facilities Management Department  
401 West Jefferson Street  
Phoenix, Arizona 85003  
(602) 506-1141**

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**COMMISSIONING SERVICES  
FOR  
DOWNTOWN COURT TOWER PROJECT**

Maricopa County is seeking Letters of Interest and Qualifications from qualified firms to provide design phase, construction phase and post -construction phase commissioning services to the County for the Downtown Court Tower project , located at 101 West Madison Street, Phoenix , Arizona. If your firm is interested in being considered for this project please request the Letter of Interest and Statement of Qualifications format instructions from Lynda Cull, Article 5 Procurement Officer, Maricopa County Facilities Management Department, 401 West Jefferson Street, Phoenix, Arizona 85003, or email [lynda.cull@fm.maricopa.gov](mailto:lynda.cull@fm.maricopa.gov). A pre-proposal meeting will be held on Tuesday, May 27, 2008, at 8:30 a.m. at the address provided above.

Statements of Qualifications are due June 10, 2008 at 2:00 p.m.

**SECTION I - SCOPE OF SERVICES**

Maricopa County intends to retain the se rvices of a qualified consulting firm to provide Commissioning Services for the Downtown Court Tower Project. The base project will include

construction of a high-rise criminal court building, including one or more floors underground, and related court and other services. The project is located in Phoenix, Arizona at 101 West Madison Street . The construction budget is approximately \$260 Million.

The scope of services will likely include the following :

- M/E/P peer review and value engineering;
- quality assurance specifications;
- design criteria refinement;
- commissioning plan;
- start-up and pre-functional test procedures;
- functional test procedures;
- basic construction commissioning;
- shop drawing/submittal review;
- construction observation;
- commissioning scheduling coordination;
- factory equipment testing;
- O&M staff orientation;
- enhanced commissioning;
- subcontract bid evaluation;
- RFI/change order/scope/budget review;
- construction meetings;
- starting-up and function testing commissioning meetings;
- pre-functional testing observation;
- test and balance review;
- functional testing performance and observation;
- test result analysis and recommendations;
- contractor close-out punch-list review and resolution;
- record drawing review;
- O&M manual review and/or compilation;
- O&M staff training;
- “as-built” one-line diagrams;
- final commissioning report;
- equipment warranty start date calculation;
- seasonal return site visits;
- building performance review; and,
- performance issue evaluation

## **SECTION II - SOLICITATION SCHEDULE**

A **Pre-submittal Conference** for interested firms for the Maricopa County Office Building will be held on **Tuesday, May 27, 2008**, at 8:30 a.m. at Facilities Management Department, 401 West Jefferson Street, Phoenix, Arizona. At this meeting County staff and consultants will discuss the scope of work, general contract issues and respond to questions from the attendees. County staff, evaluation committee members and consultants will not be available to respond to individual inquiries regarding the project scope prior to, or subsequent to this pre -submittal conference, therefore, it is strongly recommended that interested firms send a representative to the pre -submittal conference. Questions may be submitted in writing prior to the conference, to:

Lynda Cull

Article 5 Procurement Officer

Email: [lynda.cull@fm.maricopa.gov](mailto:lynda.cull@fm.maricopa.gov)

Fax: (602) 506-1556

**6/10/08** Provide seven (7) copies of the **Statement of Qualifications** due by 2:00 p.m.

**6/12/08** An Evaluation Committee will evaluate each Statement of Qualifications (SOQ) according to the Evaluation Criteria in Section III of this Request for Qualifications. A minimum of three finalists (i.e., “**Final List**”) will be selected and notified.

**6/18/08** The Evaluation Committee will conduct individual **Roundtable Discussion** with the Short List Finalists which shall be limited to a maximum of forty-five (45) minutes. Specific interview times will be scheduled with the Final-listed firms once they are identified, but the times are tentatively schedule for 8:00 – 8:45 am; 9:00 – 9:45 am, and 10:00 – 10:45 am. Firms interested in this project must be available on the interview and scope meeting dates. The discussion time will include presentation, discussion, and questions by the Evaluation Committee. Final-listed discussion teams shall have a maximum of six (6) members and shall include the proposed team leader and any relevant team members and sub -consultants that will actually work on this project.

**6/19/08** After the completion of the interviews, the three short list firms will be re -evaluated according to the same criteria used for the SOQ’s and ranked in order. The overall highest ranked firm will be recommended for **Final Selection** and contract negotiations.

### **SECTION III - STATEMENT OF QUALIFICATIONS SELECTION CRITERIA**

The Commissioning Agent will be selected through a qualifications-based selection process. Firms interested in providing commissioning services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

#### **A. Firm’s Capabilities (25 points)**

1. Provide a general description of the firm and/or team that is proposing to commissioning services.

Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel. Explain what personnel and financial resources will be used to undertake the work.

2. Provide the following information:

a. List all Arizona professional and/or contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm. Explain the firm’s internal methods that will insure schedule maintenance and work quality.

b. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes. Explain how project specific requirements will be met and provide a schedule for all commissioning activities to meet project completion requirements.

c. If selected as a finalist for this project, you will be required to provide a statement addressing the Company’s insurability from a company or companies lawfully authorized to transact insurance business in the State of Arizona and rated at least B++6 in the company’s current A.M. Best Company rating. The selected Commissioning Agent will be required to furnish a certificate(s) of insurance meeting the County’s insurance requirements.

#### **B. Experience on Similar Projects. (25 points)**

1. Identify at least three comparable projects in which the firm served as a Commissioning Agent.

To qualify as a comparable project, each project listed must be over ten (10) stories in height, have been built in a downtown, urban core area and have been completed within the past five (5) years. Special consideration will be given to firms that have provided commissioning services on similar successful projects.

2. For each comparable project identified, provide:

- Description of project
  - Role of the firm
  - Project's original contracted construction cost and time and final construction cost and time
  - Firm's partnering efforts and successes
  - Project Owner reference information (two names with telephone numbers per project)
3. Identify the location of the firm's principal office, and percent of the work expected to be done locally. Explain if firm has personnel with necessary qualifications to complete the project.
4. List all projects where the firm/team provided commissioning services for Maricopa County in the last five years. Include both completed and/or ongoing projects.

### **C. Staff Qualifications/Resumes (25 points )**

1. For each key person identified, list at least two comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected in response to Section B above, provide just the project name and the role of the key person. Comparable project features listed for key personnel should adhere to the criteria listed in Section B above. For other projects listed as comparable experience for key proposed personnel, please provide the following information:

- Description of project
- Key individual's role on the project
- Project's original contracted construction cost and final construction cost with explanation for any variance
- Project's original duration and final duration with explanation for any variance
- Construction dates
- Project Owner reference information (two names with telephone numbers per project)

2. Identify the home office location of key staff proposed for this project, their length of time with the firm, and the percent of their work expected to be done locally. List the current availability of key proposed personnel. The estimating and scheduling services required for this project will begin immediately upon selection of the Commissioning Agent.

3. List any past experience possessed by the Commissioning Agent's proposed team members in the areas of making presentations to elected officials and/or building consensus amongst local governing board members relating to overall project requirements.

4. List the names, experience and qualifications of any consultants which you proposing for this project. Describe how the services and experience of proposed consultants will benefit this project.

### **D. Project Understanding and Project Approach to performing the required services. (25 points)**

1. Discuss the major issues your team has identified on this project and how you intend to address those issues. Explain how the project team will demonstrate their complete and comprehensive knowledge of the work required to complete the project.

2. Describe your firm's project management approach and team organization during design and construction phase services. Describe systems used for planning, scheduling, estimating and

managing construction. Briefly describe the firm's experience on quality control, dispute resolution, and safety management. Explain your firm's understanding of the major tasks necessary to complete the project.

#### **SECTION IV - SUBMITTAL REQUIREMENTS**

Interested Firms should submit a Statement of Qualifications which includes a one -page cover letter plus a maximum of twelve additional pages to address the SOQ criteria . Resumes are not counted in the twelve pages. Resumes for each key team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages.

Provide Seven (7) copies of the Statement of Qualifications by 2:00 p.m. on June 10, 2008.

Interested teams are invited to respond in writing to:

Lynda Cull, Article 5 Procurement Officer  
Maricopa County – Facilities Management Department  
401 West Jefferson Street  
Phoenix, AZ 85003-2115

Hand-carried submittals must be delivered to the Facilities Management Department reception area at 401 West Jefferson Street, Phoenix, Arizona. On the submittal package display: firm name, project number, and/or project title.

Failure to comply with the following criteria may be grounds for disqualification:

- Receipt of submittal by the specified cut-off date and time.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirement.
- Deposit of submittal in correct location.

#### **SECTION V – GENERAL INFORMATION**

**Selection and Negotiations.** The County will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees and contract terms for Board of Supervisors' approval. If the County is unsuccessful in negotiating a contract with the best - qualified team, the County may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process.

**List of Firms – Request for Qualifications and Statement of Qualifications.** The Facilities Management Department will maintain a list of firms interested in the project (i.e., requesting an RFQ) and a list of firms submitting SOQs. All requests for RFQs shall be submitted in writing. SOQ and subsequent amendments will only be issued to firms on record in the department.

**Instructions.** Maricopa County shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.

**County Rights.** Maricopa County reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

**Questions.** Questions pertaining to the Commissioning Agent selection process or contract issues should be directed to Lynda Cull, Article 5 Procurement Officer, at the Maricopa County Facilities Management Department at (602) 506-2046 or by e-mail at [lynda.cull@fm.maricopa.gov](mailto:lynda.cull@fm.maricopa.gov).

**SECTION VI – RFQ ATTACHMENTS**

None